

IDPH INSTITUTIONAL REVIEW BOARD / MEETING MINUTES

Meeting: IDPH Institutional Review Board **Date:** 5/16/19 **Start:** 1332 **Finish:** 1514
Purpose: 2nd Quarter Board Meeting **Location:** 535 W. Jefferson, 5th FL, Springfield, IL
Chair: Craig Conover, M.D. **Recorder:** Kori Acosta

*Participants received all pertinent documents prior to the meeting. Springfield and Chicago meeting locations were linked via videoconference.

Name	Present	Absent	Member	Alternate	Staff	Non-scientist	Scientist	Unaffiliated	Chicago	Sprin gfield	Other
Jenny Aguirre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Eduardo Alvarado	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Matt Charles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Craig Conover	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jane E. Fornoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Jennifer Layden	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fangchao Ma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jasmin Phua	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tiefu Shen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sharon Shipinski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dennis Tiburzi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Harold Duckler	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kori Acosta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evonda Thomas-Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public
Elliot Batten	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public
Anh-Thu Runez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public

SUMMARY NOTES

Topic	Reporting	Discussion Summary	Commitment / Progress (Action, Status, Outcome)	Accountable (Who / When)
Call to Order	Craig Conover	The IDPH IRB Quarterly Meeting was called to order at 1:32p.m. by Dr. Conover. Kori Acosta did the Roll Call. Quorum was verified. <i>Jennifer Layden, Jasmin Phua, Tiefu Shen, and Sharon Shipinski participated via telephone.</i>		

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Approval of Minutes	Craig Conover	<p>No changes were requested. Eduardo Alvarado moved to approve the minutes from April 24, 2019 Matt Charles seconded the motion. All approved. The motion was carried.</p> <p>Total voting = 8; Vote: For = 8, Opposed = 0, Abstained = 3 due to not being present at the April 24, 2019 meeting</p>	Emailed to Cris for posting; Posted	Kori Acosta; Ken Bonovich
Protection of Human Subjects Recertification	Kori Acosta	<ul style="list-style-type: none"> ○ IDPH policy on protection of human research subjects requires that members recertify <i>every three years</i>. Reference to this policy may be found on page 9, section 3.5 "Board Member Education/Training" in the <i>IDPH IRB Procedures Manual</i> at: http://www.dph.illinois.gov/sites/default/files/publications/procedures.pdf ○ Members will be sent recertification reminders 3-months before the due date. ○ Dennis Tiburzi is past due by eight months in submitting his recertification, all else are up to date 	Past due	Dennis Tiburzi
Reviews	Harold Duckler	<ul style="list-style-type: none"> ○ Harold Duckler distributed and discussed the current study status listing. Jasmin Phua motioned to defer approval in order to have more time to read through the listing. Matt Charles seconded the motion. ○ All approved. The motion was carried. Total voting = 11 (0 members recused and did not vote); Vote: For Deferral = 11, Opposed = 0, Abstained = 0 	Deferred	
Executive Order 8	Eduardo Alvarado	Mr. Alvarado presented on the new regulations pertaining to HIV/AIDS data. The goals are to reduce health disparities, to better monitor viral load metrics and to promote Getting to Zero.		
Updated Common Rule	Craig Conover	<ul style="list-style-type: none"> ○ Dr. Conover moved to defer presentation of the Updated Common Rule to the next meeting. Eduardo Alvarado motioned to defer. Matt Charles 	Deferred	

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		<p>seconded the motion. All approved. The motion was carried.</p> <ul style="list-style-type: none"> o Total voting = 11 (0 members recused and did not vote); Vote: For Deferral = 11, Opposed = 0, Abstained = 0 o Members voted to defer this presentation to the next board meeting. 		
Full Board Review: #0928 Supportive Release Center Study	Craig Conover	<ul style="list-style-type: none"> o Dr. Conover summarized the study protocol and introduced Dr. Shipinski. Dr. Shipinski is the IDPH IRB prisoner representative. She holds a Ph.D. in Criminology, Law and Justice and is Manager at the Illinois Department of Corrections, Planning & Research Unit. She presented the responses to questions forwarded to the study investigators. o Members discussed the consent form. They considered at length the use of Data Use Agreements for release of aggregate data and the probability of re-identification of such data. o Jenny Aguirre motioned to defer approval in order for members to review data release documents. Matt Charles seconded the motion. All approved. The motion was carried. <p>Total voting = 11 (0 members recused and did not vote); Vote: For Deferral = 11, Opposed = 0, Abstained = 0.</p> <ul style="list-style-type: none"> o Members voted to defer determination of this study. 	Deferred	
2019 Meeting Schedule	Kori Acosta	<ul style="list-style-type: none"> o Board Meetings are scheduled on the 3rd Thursday of the month from 1:30-3 PM. o Ad Hoc Meetings are <i>tentative</i> and occur all months when there are no Board Meetings scheduled o This year's schedule is: the June 20th Ad Hoc Meeting will be taking place; August 15th, & November 21st Quarter Board Meetings; 		

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		<ul style="list-style-type: none">○ All meetings will take place in the Director's Conference Rooms in Springfield & Room 711 in Chicago. Both rooms have videoconferencing.		
Public Comment	Chair	<ul style="list-style-type: none">○ Dr. Conover opened the floor to public comment.○ The public present had no comments.		
Adjournment	Chair	Jenny Aguirre moved to adjourn the meeting. Matt Charles seconded the motion. All approved. The meeting adjourned at 3:14 p.m.		